

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Bemidji Area Indian Health Service
Bemidji, Minnesota

INDIAN HEALTH SERVICE CIRCULAR NO. 01-13

Bemidji Area Policy on Area Sanitation Facilities Committee

1. Purpose
2. Background
3. Policy
4. Glossary
5. References

1. Purpose

To establish policy and define operation for the Bemidji Area Sanitation Facilities Committee.

2. Background

The Bemidji Area Office of Environmental Health and Engineering (OEH&E) consists of the Divisions of Facilities and Clinical Engineering (FCE), Environmental Health, and Sanitation Facilities Construction. The Area Director and the Director, OEH&E require Indian Health Service (IHS) and Tribal input and concurrence on program and policy issues. The Sanitation Facilities Committee was developed to serve as an advisory board to provide input to the Area Director and the Sanitation Facilities Program and to solicit and disseminate information to the Area Tribes.

3. Policy

- A. Area Sanitation Facilities Membership:** The Committee shall be comprised of the following members:

Tribal Advisory Board Representative
Michigan Representatives – 2 each
Wisconsin Representatives – 2 each
Minnesota Representatives – 2 each

The Tribal Advisory Board Representative will serve as the Committee Chairperson unless the Committee wishes to elect a Chairperson.

The SFCS Chief will attend the meetings to provide technical assistance and information when required. The SFCS Chief is not a member of the Committee and will not vote.

- B.** The assistant Chief SFCS will serve as the Executive Secretary for the Board. The Executive Secretary will take minutes, prepare the agenda and items for presentation, and distribute them to all members of the board.
- C.** Designated Members: All members are volunteers and are appointed to the Sanitation Facilities Committee by the Tribal Advisory Board. Members will serve for a period of three years and shall have full voting rights. Members can be appointed for another three-year term if approved by the Tribal Advisory Board.
- D.** Open Membership: The committee meetings are open to IHS and Tribal program staff.
- E.** Quorum: A quorum shall consist of 5 members, which includes the chairperson. In the event a member cannot attend, he/she shall designate in writing to the Chairperson a representative who shall assume his/her voting rights.
- F.** Meetings: The committee shall convene a minimum of once per year.
- G.** Committee's Responsibility: It shall be the Committee's responsibility to:
 - 1) Review the Sanitation Deficiency Scoring factors and make recommendations for changes as necessary.
 - 2) Review as necessary, the Sanitation Deficiency System data for accuracy, consistency, completeness, and recommend revisions.
 - 3) Review disputes pertaining to the Sanitation Deficiency System scoring and prioritization, and recommend solutions.
 - 4) Review as necessary and make applicable recommendations for housing support project requests to assure compliance with national and area policies, review housing projections for accuracy, prioritization, consistency and proper justification including cost estimates.
 - 5) Review IHS policies and guidelines on sanitation facilities construction and recommend revisions as necessary.
 - 6) Recommend solutions to disputes involving whether sites are eligible for service including cost factors.

4. Glossary

Sanitation Deficiency System (SDS) – Data collected in June of each year that is provided to Congress with a list of projects to correct deficiencies in the water, sewer and solid waste areas.

Housing Support Priority System – System designates the priority of service for new housing construction.

5. References

Criteria for the Sanitation Facilities Construction Program (June 1999)

Sanitation Deficiency System Handbook (July 1992)

Memorandum of Agreement Guidelines 2000 (January 2001 Draft)

Guidelines for the Sanitation Facilities Construction Program under Title III (August 1998)

Bemidji Area Standard Technical Specifications (Updated every year)

6. Effective Date

The policy and procedures contained in this Circular are effective upon signature by the Area Director, Bemidji.

Kathleen Annette, M.D.

Director

Bemidji Area Indian Health Service

Date